

HUMAN RESOURCE SELF DIAGNOSIS

Are your Human Resource & supervisory people meeting key regulatory requirements?
Does your company have the necessary policies & practices in place to protect against litigation?
Are they in writing and in policies & procedures manuals for your employees to use?

Find out by taking this quick self-assessment

Does your Human Resources Management include:

Current knowledge of federal employment laws?	YES _____	NO _____
Compliance with federal requirements?	YES _____	NO _____
Compliance with state & local requirements?	YES _____	NO _____
Distribution of required written federal policies?	YES _____	NO _____
Distribution of required written state & local policies?	YES _____	NO _____
Current up-to-date policies & procedures manuals? Formal revisions?	YES _____	NO _____
Monitoring of policies & procedures?	YES _____	NO _____
Required communication to employees on specific regulations?	YES _____	NO _____
Employment policies & practices?	YES _____	NO _____
Compensation policies & practices?	YES _____	NO _____
Time-off policies & practices?	YES _____	NO _____
Group health & other benefit policies & practices?	YES _____	NO _____
Workplace Safety policies & practices?	YES _____	NO _____
Employee conduct policies & practices?	YES _____	NO _____
Discipline & termination policies & practices?	YES _____	NO _____
Annual Human Resource assessment?	YES _____	NO _____
Annual compliance assessment?	YES _____	NO _____
Timely legislative & regulatory technical expertise & updates?	YES _____	NO _____
HRIS/Administrative Process/Efficiency Review?	YES _____	NO _____

Scoring your Human Resources Diagnosis Checklist:

If you checked YES to:

Between 16 & 20 of these questions, you appear to be meeting most of the requirements---No apparent danger.

Between 11 & 15 of these questions indicates that a moderate number of the essential tasks are being addressed—
Generally calm but watch the undercurrents.

Between 6 & 10 of these questions, your approach could fall into the hit & miss category---A lawsuit may drag you under.

Between 1 & 5 of these questions---GET HELP FAST

If you need any assistance in any of the areas covered by this assessment, please call Paula Mathews, HR Compliance 101, LLC at 603-831-2114 or check out our website to learn how we support our clients.